



Plymouth University International College PUIC QS02: Annual Monitoring Annual Monitoring Form - Version 1.15

This Annual Monitoring Form should be completed for each College pathway programme and its associated modules unless the College has agreed through the AAC and SPMB to adopt the Annual Monitoring procedure as outlined by the Partner University and associated templates.

Completion of this Form indicates that Annual Monitoring has been carried out on College pathways and associated modules. The completed form should be submitted to QaSO for ratification and sign off by the Director of Student Experience & Academic Quality for review.

College	PUIC	Date		
Monitoring Period				
Date of last Annual Monitoring				
Pathway				
Stage of Study				
Review of previous year's action plan (include any Periodic Review /Institutional Review etc. if applicable)				
Action Plan for previous year				
Action	Achieved	Person responsible	Comments	
Please outline where actions/targets have not been achieved and why?				
Pathway / Academic KPIs				
<u>Assessment and Progression</u>				
<i>Pathway statistics</i>				
<i>Reasons for non-completion (s)</i>				
<i>How does this pathway programme (s) compare against College and Sector benchmarks.</i>				
<u>Student Evaluation</u>				
<i>Student evaluation</i>				
<i>Please outline how these results can be improved for next session.</i>				
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Viability of the Pathway Programme

Please provide an updated SWOT analysis of the pathway programme(s).

Strengths	Weaknesses	Opportunities	Threats

Learning and Teaching: Review

Please provide a response in each of the following areas (see notes):

Is the pathway programme title still relevant to the content?

Are the pathway programme learning outcomes, aims and objectives still appropriate?

Does the pathway programme align to the QAA subject benchmark statements?

Are teaching methods appropriate for achieving learning outcomes?

Do the modules available to students deliver content effectively and meet the pathway programme aims?

Please outline how students receive appropriate contact hours for this pathway programme(s)

How are blended learning initiatives used to enhance learning and teaching?

How frequently are teaching staff peer reviewed for this programme(s)?

Please highlight any innovative and/or noteworthy practice:

Assessment and Feedback: Review

Please provide a response in each of the following areas (see notes):

Please outline how the pathway programme is assessed, and indicate how the type(s) of assessment remain appropriate?

Is the student assessment load over the pathway programme manageable?

Do the assessments enable students to demonstrate the appropriate achievement of the stated Learning Outcomes and pathway programme aims?

How does the pathway programme enable students to demonstrate satisfactory achievement of transferable skills?

What issues have been raised from the student feedback and what action has been taken/is required to address these?

Please highlight any innovative and/or noteworthy practice:

Student Experience

Please provide a response in each of the following areas if appropriate (see notes):

Do students feel that this pathway programme meets their needs and expectations?

How effective is support for students undertaking this pathway programme?

How do you ensure that your teaching and assessment is inclusive to all students?

Facilities and Resources

Please outline any issues with facilities which affect teaching and assessment delivery of the pathway programme(s). How do you think these issues should be addressed?

Please outline any staffing or resource issues impacting the effective delivery of the pathway programme. How can these issues be mitigated?

Enhancement Theme: Inclusive Teaching and Assessment

How is learning and teaching on this pathway programme(s) designed to be inclusive and accessible for all students?

How is assessment on this pathway programme(s) designed to be inclusive and accessible for all students?

How can this pathway programme(s) deliver more inclusive learning and assessment next session?

Pathway Development

Please provide a summary of plans to develop and improve this pathway programme(s) in light of the review above.

College Comments

Plymouth University Staff Comments (Link Tutor/Programme Leader or nominated staff member)

ACTION PLAN

Action	How it will be achieved	Person responsible	Comments

College Director/Principal

Name	
Signature	
Date	

Plymouth University Staff Member

Name	
Position/Role	
Signature	
Date	

Plymouth University International College Programme Tutor	
Name	
Position/Role	
Signature	
Date	

NVT UK Quality and Standards Office – Director of Student Experience & Academic Quality	
Name	
Signature	
Date	